

# Pennsylvania Search and Rescue Council

## Uniform Form Proposal

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### Background

SAR runs on paperwork. Not bureaucratic paperwork to satisfy some paper-pusher in an office somewhere: records of what has been done, what needs to be done, who's available to do it, and where they are. Having the right forms makes it easy. (Well, less hard, anyway.)

The ideal form (or set of forms) should, with a minimum of clutter, remind you what to do, and make it easy for you to record what you're doing. The IC and OPS Chief should be able to get needed information from the filled-out forms with a minimum of effort.

SAR personnel aren't simpleminded; many have college degrees, and some have doctorates, not to mention the people without fancy certificates who are just plain smart. However, with lack of sleep, physical exhaustion, hypothermia, and general fatigue, even the smartest SAR people become simpleminded. As people are often running on the ragged edge of exhaustion, we need good forms, with good reminders. The goal is to make a set of forms that guide you through the process of running a SAR operation. Start out with form one and work your way to the end. You can't run a SAR mission just with forms, of course, but the forms should make it as easy as possible.

This should be a complete set of forms for most SAR operations. With these, you **don't** need to use any ICS forms. Besides, ICS forms have lots of useless boxes on them. (For example, the *Organization Assignment List*, ICS 203, has "Air Attack Supervisor," "Air Support Supervisor," and "Air Tanker Coordinator" indelibly imprinted on it.) The ICS forms aren't really designed for universal ICS use but for wildfire suppression. And, there are other forms that are almost universally used for SAR that aren't ICS forms. (For example, the *Task Assignment Form*, invented by SAR person Yorke Brown in about 1974.) So, why not make up a complete set of forms that truly apply to SAR? Extraneous information and boxes on forms makes them more confusing and harder to fill out and read. The theory is to have forms as clean and as close to the needs of "real" SAR as possible.

Some states now have standard forms for management of SAR. For instance, Virginia has a standard set of forms to supplement the ICS forms. However, many of Virginia's (and other states') forms are concerned primarily with data collection. Our forms should be generated by SAR teams, not the state, because only we know what we really need on the forms. If we add a few things later to make the job easier for local, state, and federal officials, that's OK, but the main reason for the forms is to make SAR easier.

## PSARC Form Proposal

### Page 2 of 5

## Philosophy

1. The form set should run a moderately large lost person search, large enough to need several separate Branches. (If Divisions are needed, each Division uses the standard forms and an ICS Division Assignment List (ICS 204) can be used.)

2. As much as possible, the forms should look the same. Information that goes on many different forms (e.g., date, incident name) should have blanks in the same standard place on each form.

3. We should print the forms in typefaces that are easy to read and reproduce well on low-resolution laser printers and photocopiers. We should put most of the text in an easy-to-read serif font. (Serif fonts are, to Americans, most readable.) I've chosen Bookman. We should use a single other contrasting font for larger titles (I've chosen Avant Garde as it shows well in white on black on laser printers).

4. "Due to how parochial SAR is in Pennsylvania" (to paraphrase a comment at the last SAR Council meeting), we must leave room on each form for the individual team name. There's room on each form for the team name. (However, the forms look fine without the team name, I'm personally not going to suggest that anybody actually put a team name there, and I refuse to do anything that might make it easier to put team names on the forms. So there.)

5. If a form calls for information for later administrative use, rather than for running the mission, these parts should be clearly de-emphasized. On these forms, less-important blanks are titled in italics or italics and parentheses to show their lesser importance. Very important blanks are titled in bold.

6. Possible additions:

- Incident Summary Briefing Form
- Incident Searcher Briefing Form
- Communications Equipment Log
- Division Assignment Form

We want the forms to be similar to each other. However, if you look closely at these forms, you'll see some differences in style between the different forms: dotted lines vs. solid, different line spacing, "Page \_\_ of \_\_" vs. "Check box if additional pages" and others. Look carefully and tell me which you like best.

## Notes on Specific Forms

The forms are listed from the most general to the most specific; forms you fill out only once for a mission appear first; forms you fill out once daily forms come next; once-per-shift forms are next; and many-times-a-shift are last.

## PSARC Form Proposal

### Page 3 of 5

#### Once Per Mission (but updated as needed)

- **Incident Lost Person Questionnaire** *Incident Form 1 of 5*

This form must meet two main objectives. First, it must prompt the interviewer to ask the right questions. Second, it must allow rapid recording of information as the interviewer is getting it. Having lots of tiny little blanks makes it very hard to write down information rapidly. Therefore, most of the form has blank lines on the right, suitable for continuous writing, and the prompts are on the left. There is no absolute correspondence between any one prompt and the information that goes just to the right of it.

- **Incident Objectives** (replaces ICS form 202) *Incident Form 2 of 5*

There's not much to say about this form. It's pretty much the same as the corresponding ICS form.

- **Incident Medical and Evacuation Plan** (replaces ICS form 206)  
*Incident Form 3 of 5*

OK, this form differs a lot compared with the corresponding ICS form. The ICS form is concerned with incidental medical care of firefighters. Our form must be concerned with incidental medical care of searchers, but more importantly with the medical and evacuation plans for the subject of the search. Do you think this ought to be expanded to two pages?

- **Incident Communications Plan** (replaces ICS form 205) *Incident Form 4 of 5*

I didn't spend too much time on this form. I figured the radio communications techno-weenies would rip it apart no matter what I put down. OK, commo people, go to work on this. Also, let me know if we need a separate standard communications equipment log, or more about commo equipment on the Task Assignment Form.

- **Incident After Action Report** *Incident Form 5 of 5*

This allows you to quote statistics to raise funds and such. It's mostly for the bureaucrats, but then it doesn't have to be done until the mission's over and you've had a night of rest. This is modeled on the Virginia state form.

## Once Per Day\*

### ■ **Daily Command Log** Daily Form 1 of 10

I made a Command Log, separate from the standard Unit Log (#10). Why? Because the Command Log is so important on SAR missions. I want it to be the first thing that gets written on. The ICS Unit Log has a lot of space at the top for all the officers of the unit. Since the **Daily Table of Organization** lists all the Command Staff, I saw no reason to make someone write it down here, too.

### ■ **Daily Table of Organization** Daily form 2 of 10 (replaces ICS form 203)

This is very similar to the ICS form, but leaves off the wildfire-specific items, and emphasizes those positions most important in SAR operations. Important functions are **bold**, less important functions are in normal print, and least important are (*italics in parentheses*).

### ■ **Daily SAR Unit / Government Personnel Register** Daily Form 3 of 10

### ■ **Daily Local Volunteer Personnel Register** Daily Form 4 of 10

These two forms are modified from the Virginia Search and Rescue Council/Virginia DES forms. The order of items is slightly different. The most important addition is in **bold**: Actual Departure Time. This is where searchers sign out of the mission.

### ■ **Daily Vehicle Register** Daily Form 5 of 10

Like the two personnel sign-in forms, this has a sign-out column. Estimated Round-Trip Mileage is just for later administrative use and is thus in (*italics*).

### ■ **Daily Task Log** Daily Form 6 of 10

An option for this form is to turn it 90°. This would allow enough space to write something detailed about the task in the space provided. What do you think? Note that someone can calculate total hours later, when time allows. Since it is purely for later administrative use, it is in (*italics*).

### ■ **Daily Clue Log** Daily Form 7 of 10

The version I copied this from, used in Virginia, is 8.5"x14" (legal size). I shrunk it down to 8.5"x11". I think it's important to keep all the forms the same size so problems with finding legal paper don't keep us from copying new forms during a mission.

### ■ **Daily Communications Log** Daily Form 8 of 10

This form is a bit different from the others I've seen. I put the things that seemed necessary for every entry (time, team/station, and message) in **bold** and

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\* For missions that will operate on a 12-hour or eight-hour shift, these may be used once per shift.

## PSARC Form Proposal

### Page 5 of 5

on the left. Things that are often but not always needed (location and channel) are on the right. Neophytes often get stuck filling out the commo log. So, I thought this would keep them from wasting time putting in the channel and location for every entry. It also keeps most of the writing work to the left of the form where it belongs.

#### ■ **Daily SAR Resources Worksheet** *Daily Form 9 of 10*

This is a compilation of several forms I've seen floating around. They all try to help RESTAT figure out (a) who's available right now, and (b) what resources are supposed to be coming. (Not that (b) ever turns out to be right, no matter how careful RESTAT is.) Note that (Team Identifier) and (Present Location) are in parentheses, indicating that they are optional. Since this is a worksheet, not a permanent record, it might be good to have these plastic coated or covered with acetate for use with a grease pencil or dry-erase marker.

#### ■ **Daily Unit Log Daily form 10 of 10**

As with the ICS form, it's really just a piece of paper with lines and a few blanks to fill in. There is space at the top for the names of all serving on the unit. For the **Command Log**, I said the **Incident Table of Organization** would be enough documentation. However, for a large search, sometimes word of assignments at the Unit level never gets back to the people who fill out the **Incident Table of Organization**. Many teams require people to document their participation in searches; this documents that people filled at least some kind of Incident Staff position on the search.

### Once Per Task

#### ■ **Task Assignment Form**

This should be a duplicate form; one copy stays at Base, one goes out with the team leader. (Ideally a photocopy task map is stapled to each.) This form has a long and honorable history. I typed up the first one on a mimeograph master myself, many years ago. Since then, TAFs have spread and mutated into many families, genera, and species. This version is based on rumors of how the Virginia Search and Rescue Council is revising theirs. I'm still awaiting their new TAF, and am eager to hear your comments.

I hope that these forms are pleasing to look at and at least spark some good discussion. They are drafts, but please feel free to use them on actual missions if you wish. Just make note of what works and what doesn't, and get back to me. Please let your SAR Council representatives know what you think about both the individual forms and the whole idea of a comprehensive set of forms. Thank you.

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to allow proper  
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# Incident Missing Person Questionnaire

## Clothing

Hat? Color/Style? \_\_\_\_\_  
Shirt Color/Style: \_\_\_\_\_  
Sweater? Jacket? Style/Color? \_\_\_\_\_  
Pants/Skirt: \_\_\_\_\_  
Raingear? Gloves or Mittens? \_\_\_\_\_  
Sunglasses? Prescription Glasses? \_\_\_\_\_  
Shoes: Style, Color, Sole Type? \_\_\_\_\_  
Other Clothing? \_\_\_\_\_  
Scent Articles Available? Where? \_\_\_\_\_  
\_\_\_\_\_

## Equipment

Pack? Brand, Style, color? \_\_\_\_\_  
Tent? Color, Type, Brand? \_\_\_\_\_  
Sleeping Bag? Color, Type, Brand? \_\_\_\_\_  
Water Bottle/Canteen? Color/Type? \_\_\_\_\_  
Food? Brands, Amount? \_\_\_\_\_  
Flashlight? Brand, Color, Battery Type? \_\_\_\_\_  
Matches? Wooden? Paper? Describe: \_\_\_\_\_  
Knife? Compass? \_\_\_\_\_  
Fishing Equipment? \_\_\_\_\_  
Money? Camera/Film/Accessories? \_\_\_\_\_  
Firearms? Gauge? Ammunition? \_\_\_\_\_  
Ice Axe/Skis/Snowshoes/Poles? \_\_\_\_\_  
Other Equipment? \_\_\_\_\_  
\_\_\_\_\_

## Trip Plans

Trip Destination and Purpose: \_\_\_\_\_  
Planned Route and Alternate? \_\_\_\_\_  
Planned Date/Time for Return: \_\_\_\_\_  
Group Affiliation? Transportation? \_\_\_\_\_  
Trip Starting Point and Time: \_\_\_\_\_  
Car Description and Location: \_\_\_\_\_  
Alternate Car or Alt. Pickup Plans: \_\_\_\_\_  
\_\_\_\_\_

# Incident Missing Person Questionnaire

Last Seen Details

When? Where? \_\_\_\_\_  
by Whom? (Name, Location, Phone): \_\_\_\_\_ ( ) - \_\_\_\_\_  
going Which Way? \_\_\_\_\_  
Weather? \_\_\_\_\_  
Special Reason for Leaving? \_\_\_\_\_  
Any Unusual Comments on Leaving? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Experience

Familiar with the Area? \_\_\_\_\_  
Outdoor Experience Level? \_\_\_\_\_  
First Aid/Scout/Military? \_\_\_\_\_  
Hunting/Backpacking/Climbing? \_\_\_\_\_  
Ever been lost before? Where? When? \_\_\_\_\_  
Actions when lost before? \_\_\_\_\_  
Ever go out alone? \_\_\_\_\_  
Stay on trails or go cross-country? \_\_\_\_\_

Contacts

Who would subject contact \_\_\_\_\_ ( ) - \_\_\_\_\_  
on reaching civilization? \_\_\_\_\_ ( ) - \_\_\_\_\_  
(Name, Address, Phone) \_\_\_\_\_ ( ) - \_\_\_\_\_  
Include friends, relatives, \_\_\_\_\_ ( ) - \_\_\_\_\_  
habitual bars or restaurants \_\_\_\_\_ ( ) - \_\_\_\_\_  
\_\_\_\_\_ ( ) - \_\_\_\_\_  
\_\_\_\_\_ ( ) - \_\_\_\_\_

Health

General condition? \_\_\_\_\_  
Any physical handicaps or limitations? \_\_\_\_\_  
Psychological or psychiatric problems? \_\_\_\_\_  
Any medications? Amount carried? \_\_\_\_\_  
Consequences of loss? \_\_\_\_\_  
Eyesight without glasses/contacts? \_\_\_\_\_  
Carry spares? \_\_\_\_\_  
Physician/psychiatrist/counselor: \_\_\_\_\_ ( ) - \_\_\_\_\_

# Incident Missing Person Questionnaire

Personality

Recreational drugs: \_\_\_\_\_

What type/brand? How much? \_\_\_\_\_

Consequences of withdrawal? \_\_\_\_\_

(include tobacco, alcohol,  
marijuana, cocaine, narcotics,  
prescription drugs) \_\_\_\_\_

Particular outdoor interests? \_\_\_\_\_

(e.g., "likes to follow streams  
because he's a fisherman") \_\_\_\_\_

Job history? \_\_\_\_\_

Recent problems at work \_\_\_\_\_

or school? (confirm with  
co-workers or teachers) \_\_\_\_\_

Relationship with spouse,  
family, or significant other(s)? \_\_\_\_\_

Any recent changes? \_\_\_\_\_

Closest relative? \_\_\_\_\_

Closest other friend/confidant? \_\_\_\_\_

Who had last significant conversation  
with subject? What about? When? \_\_\_\_\_ ( ) -

Any recent mail that might be relevant? \_\_\_\_\_

Religious preference and beliefs? \_\_\_\_\_

Priest, minister, or other religious  
leader who might provide information? \_\_\_\_\_ ( ) -

History of problems with law? When? \_\_\_\_\_

Locations where born/raised? \_\_\_\_\_

History of depression? \_\_\_\_\_

Ever run away from home? \_\_\_\_\_

Leader or follower? Give up easily? \_\_\_\_\_

Hole up and wait, or keep going? \_\_\_\_\_

Outgoing or quiet? \_\_\_\_\_

Like to be alone? \_\_\_\_\_

Likely response to searchers? \_\_\_\_\_

Hitch-hike often? \_\_\_\_\_







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# Incident Medical/Evacuation Plan

Incident Form 3 of 5



Incident  
Name:

Operational Period  
(Date/Time):

Date/Time  
Prepared:

Base Camp

Base Camp Minor Injury/Illness to be Managed:

Additional Local Medical Resources (Minor Injury/Illness):

Evacuation

Resources and Plan for Field Evacuation:

Medical

Medical Resources and Response Plan for Field Medical Emergency:

EMS Transport

Name: ALS? BLS? Ground? Air? Response Time: Contact Means:

Hospitals

Name: Location: Capabilities: Travel Time (Ground/Air): E.D. Phone #:

( ) -

( ) -

( ) -

(List should include Level I Trauma Center, Burn Unit hospital, and local hospital(s))

Prepared by:

Approved by (IC or Safety Officer):

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# Incident Communications Plan

Incident Form 4 of 5



Incident Name:	Operational Period (Date/Time):	Date/Time Prepared:
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<b>Telephone</b>	Responsible Agency:	( )	-	State Coordinating Agency:	( )	-
	Base Camp #1:	( )	-	Base Camp #2:	( )	-
		( )	-		( )	-
		( )	-		( )	-

<b>Remarks</b>									
<b>Relays/Repeaters</b>									
<b>Channel/Frequency</b>									
<b>Net Name:</b>									

Prepared by:	Approved by (IC or Logistics Chief):
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# Incident After Action Report

Incident Form 5 of 5



Incident Name: \_\_\_\_\_ Date/Time\* Prepared: \_\_\_\_\_

AFRCC Mission No.: \_\_\_\_\_ State Mission No.: \_\_\_\_\_ Base Location: \_\_\_\_\_

**Mission Type/Extent**

Missing Person                       Missing/Overdue Vessel       Other:  
 Missing/Overdue Aircraft       Drowning  
 ELT/EPIRB                               Cave Rescue

Mission Started: \_\_\_\_\_ Mission  Closed or  Suspended

Date/Time\*: \_\_\_\_\_ Date/Time\*: \_\_\_\_\_

Objective Located by (Name/Organization): \_\_\_\_\_

Date/Time\*: \_\_\_\_\_ Geographic Location: \_\_\_\_\_

Latitude/Longitude: \_\_\_\_\_

No. Subjects Involved:	No. Subjects Found Alive:	No. Subjects Found Dead:	No. Subjects Still Missing:
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Remarks (include specific injury or illness and name of medical facility accepting any subjects):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Participating Organizations**


Prepared by: \_\_\_\_\_ Approved by (Incident Commander): \_\_\_\_\_







# Daily Table of Organization

Daily Form 2 of 10



Incident  
Name:

Operational Period  
(Date/Time):

Date/Time  
Prepared:

<b>Command</b>	<b>Incident Commander</b>		<b>Operations Chief</b>	
	<i>(Deputy)</i>			<i>(Deputy)</i>
<b>Agency Reps.</b>	Safety Officer		<b>Branch:</b>	Director
	Information Officer			<i>(Deputy)</i>
	<i>(Liaison Officer)</i>			Division/Group
	Agency:	Representative Name:		Division/Group
				Division/Group
				Division/Group
				Division/Group
				Division/Group
				Division/Group
				Division/Group
<b>Plans</b>	<b>Plans Chief</b>		<b>Branch:</b>	Director
	<b>Interviewer</b>			<i>(Deputy)</i>
	<i>(Deputy)</i>			Division/Group
	Resources (RESTAT)			Division/Group
	Situation (SITSTAT)			Division/Group
	<i>(Documentation)</i>			Division/Group
<b>Logistics</b>	<b>Logistics Chief</b>		<b>Branch:</b>	Director
	<i>(Deputy)</i>			<i>(Deputy)</i>
	<i>(Support Director)</i>			Division/Group
	<i>(Supply)</i>			Division/Group
	<i>(Facilities)</i>			Division/Group
	<i>(Service Director)</i>			Division/Group
	<b>Communications</b>			Division/Group
	Medical			Division/Group
Food		Division/Group		
<b>(Finance)</b>				<i>(Finance Chief)</i>
				<i>(Time)</i>
				<i>(Procurement)</i>
				<i>(Compensation/Claims)</i>
				<i>(Cost)</i>

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# Task Assignment Form

Date/  
Time In:

Debriefing  
Officer:

(*Vehicle  
Miles*):

Debriefing:

**Debriefing**